

INDIANA SUPREME COURT DIVISION OF STATE COURT ADMINISTRATION



REPORT ON COURT REVENUE Application Guide

Indiana Court Information Technology Extranet
• INcite •

Indiana Courts Online Reporting
• ICOR •


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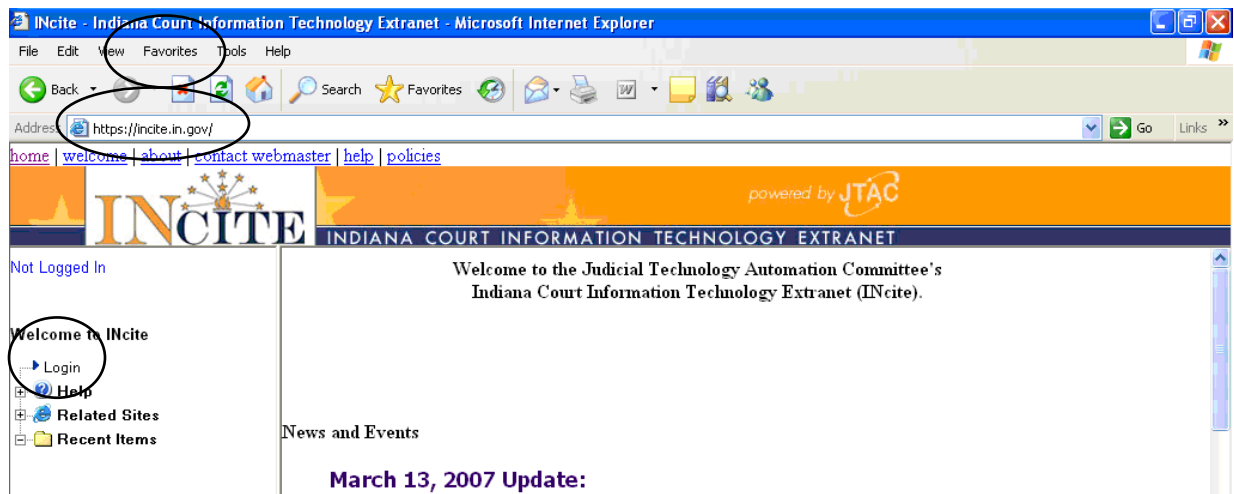
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INTRODUCTION TO INCITE

Application Login:

1. Open Internet Explorer
2. Type <https://incite.in.gov> in the Web Address in the Address bar located at the top of the screen.
3. Click the  button.
-OR-
Press Enter on your keyboard



4. Add to your Internet Explorer Favorites: Click the **Favorites** menu, then select **Add to Favorites**.
5. Click **Login** link in left-hand pane to show the *Application Login* screen. (See *Figure 1*.)
6. Enter Username and Password, these are case sensitive, then click **Submit**.
7. Your login information will appear at the top of the left-hand pane (i.e., Logged in as, County Name, and Default Court).

Application Login

Username

Password

[Forgot Password?](#)

Figure 1

Reset Forgotten Password

8. Click the **Forgot Password?** link to show the *Reset Password* screen. (See *Figure 2*.)

9. Enter your Username and click the **Submit** button

Please enter your username. An e-mail containing a new password will be e-mailed to you.



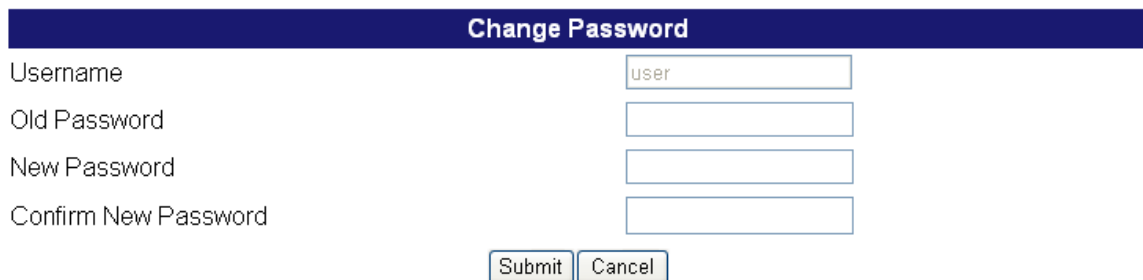
Figure 2

Provided your email is stored in your User Preferences, a new password will be automatically emailed to you. After you login to INcite with your new password, you may change the password under INcite Admin. If your email address is not stored, you will be prompted to contact JTAC support for assistance. You may add or change your email address under **INcite Admin**, then **Change Preferences**.

Change Password

Why? Promotes security of the INcite system and data.

1. Expand the **INcite Admin** group in the left-hand navigation pane then select **Change Password**.
2. Enter your current password in the **Old Password** field.
3. Enter the desired new password in the **New Password** field.
4. **Re-enter** the new password to confirm. Passwords are case sensitive.
5. Click the **Submit** button.



Change Password

Username

Old Password

New Password

Confirm New Password

Figure 3

Password Tip

Using a combination of letters and numbers creates a password that is extremely difficult to “crack” or guess. Including both uppercase and lowercase characters makes it even more powerful. A trick you can use

is to substitute numbers for some of the letters in a word you can remember. Here are some examples:

zero (0)	O
one (1)	I or lowercase letter L (l)
three (3)	E
five (5)	S
eight (8)	B
nine (9)	G

Whatever password you create, please do not write it down and keep it near your PC! That strategy defeats the purpose of using passwords.

IMPORTANT: Please notify the Helpdesk immediately when an individual leaves employment with the Court, changes contact information such as email address or when his or her position no longer requires INCite access.

Suggested Computer Settings

Text Size

Why? Allows the INCite application to display as designed.

1. In Windows Explorer, click **View** → **Text Size**. (See *Figure 4*.)
2. Select **Smaller** or **Medium** from list.



Figure 4

Cache Setting

Why? Assures the display of up-to-date information.

Note: Instructions for this setting vary depending on the version of Internet Explorer. To check your version, click **Help** → **About Internet Explorer**.

For Internet Explorer Version 6 or better:

1. Click **Tools** → **Internet Options**. The Internet Options dialog box should open to the General tab.
2. In the Browsing History section, click the **Settings** button.
3. In the Settings box, select "*Automatically*".
4. Click **OK**.

For Internet Explorer Version 5:

1. Click **Tools** → **Internet Options**.
2. Click the **Settings** button.
3. Change the *Check for newer versions of stored pages* setting to "*Automatically*".
4. Click **OK** twice.

For Internet Explorer Version 4.x:

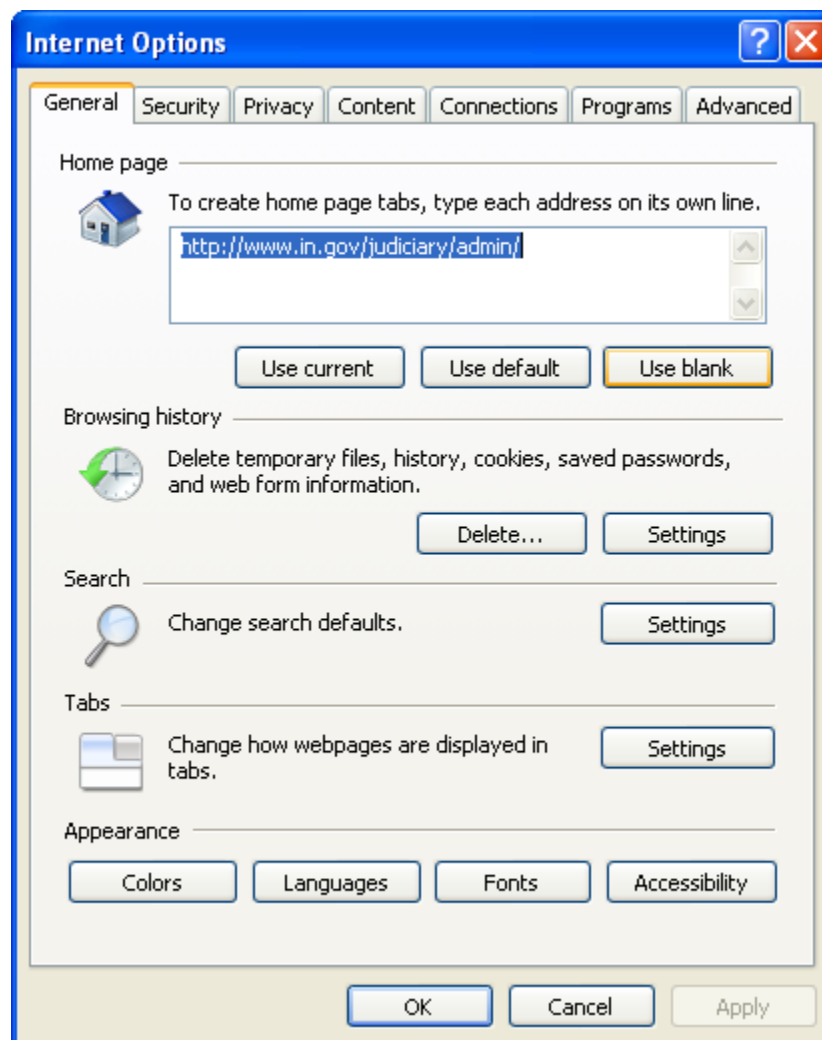
1. Click **View** → **Internet Options**.
2. In the Temporary Internet Files section, click the **Settings** button.
3. In the Settings box, select "*Automatically*".
4. Click **OK** twice.

Security Setting

Why? Disables security dialog box that appears when creating or editing on INcite.

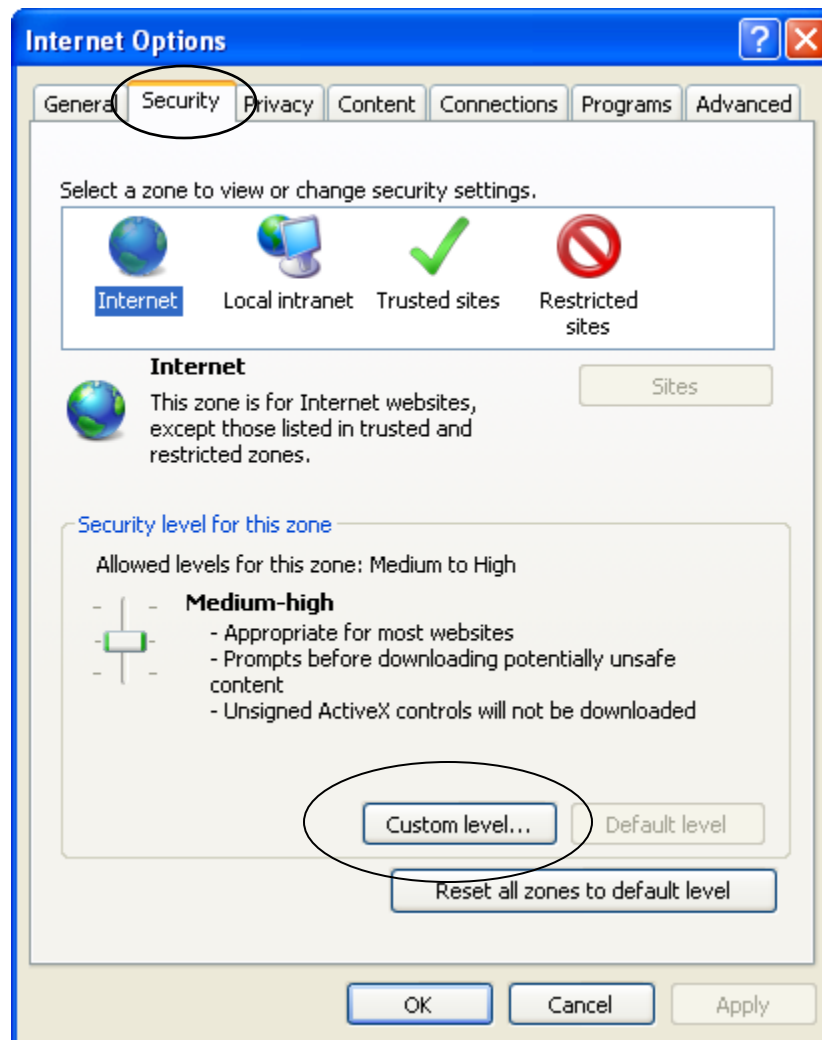
1. In Internet Explorer, select **Tools**.
2. Select **Internet Options** for the *Internet Options* dialog box. (See *Figure 5*.)

Figure 5



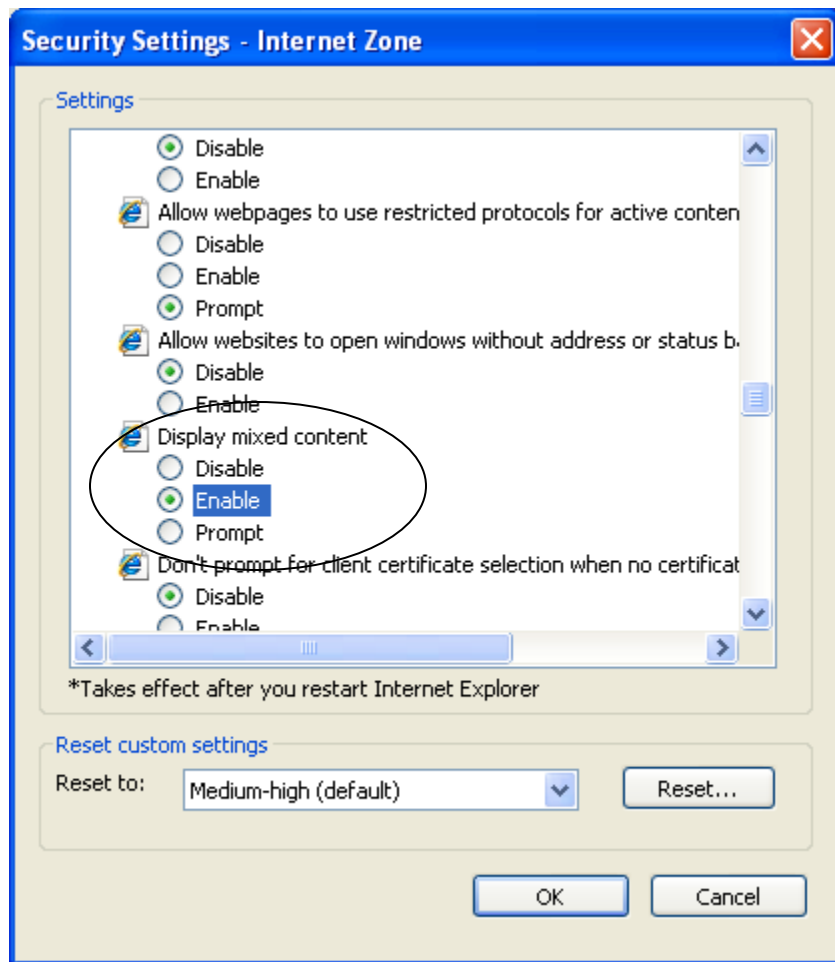
3. Select the **Security** tab. (See *Figure 6*.)

Figure 6



4. Click the **Custom Level** button to show the *Security Settings* dialog box. (See Figure 7.)

Figure 7



5. Scroll Down until you see *Display mixed content*.
6. Select the **Enable** radio button.
7. Click **OK**.

It is also recommended that you add the INcite website to your trusted Internet sites. To do this:

1. Select **Trusted Sites** from the Internet Options panel. (See *Figure 8*.)

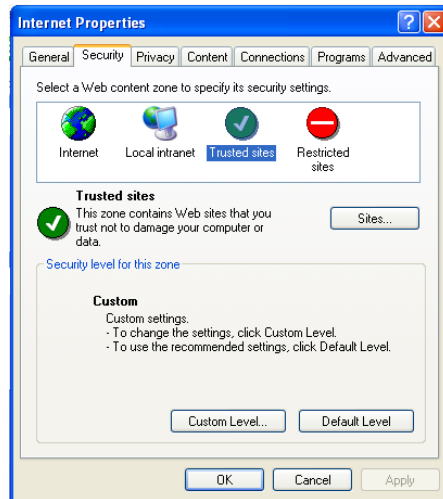


Figure 8

2. Now select Sites.
3. Enter <https://extranet.in.gov> and select the Add button. (See Figure 9.)

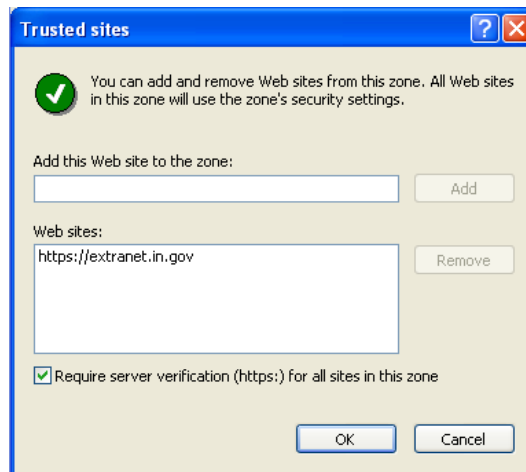


Figure 9

4. Select OK.

It is also recommended that you add this site to your Privacy settings.

1. Select the **Privacy** tab from the **Internet Options** panel. (See Figure 10.)

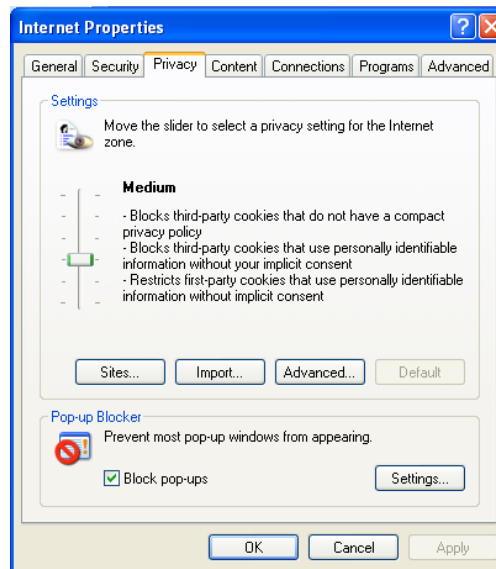


Figure 10

2. Select **Sites**

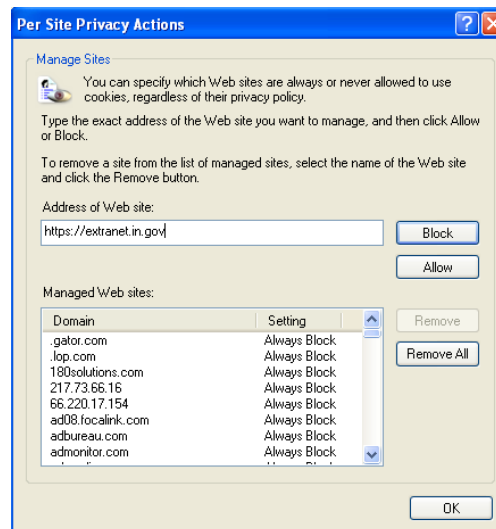


Figure 10a

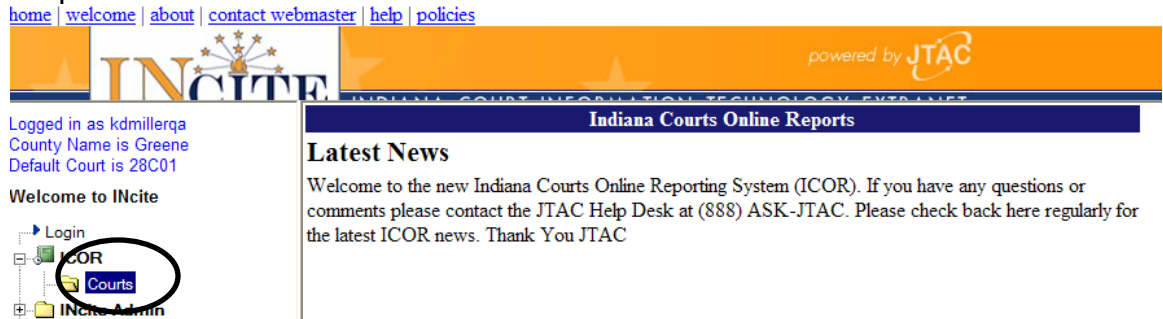
3. Select **Allow**.
4. Click **OK** twice.
5. Now you can exit from Control Panel.

You may need to close Internet Explorer and reopen it for the setting change to take effect.

Accessing ICOR

When you login to the INCite application and click for the first time on the ICOR – Courts link, you will be prompted to read and approve the ICOR User Agreement.

1. After logging into INCite, select the ICOR – Courts link in the left panel.



2. You will be prompted with the ICOR User Agreement. Please review before accepting the agreement.

USER AGREEMENT

Indiana Court Information Technology Extranet (INCite) is a secure website for the use of the Indiana Courts. The Judicial Technology and Automation Commission (JTAC) and the Indiana Supreme Court Division of State Court Administration (STAD) monitor access to the Indiana Court Online Reporting (ICOR) within INCite. The parties to this user agreement are the Indiana Supreme Court, through STAD, and the Courts. Every person granted access to all or a portion of ICOR shall execute this User Agreement.

Administrative Rule 1 and Indiana Code §§ 33-24-6-3, 11-13-1-9, and 11-13-1-4 require STAD to create the forms necessary for statistical reporting. In addition, the Rule and Code require all Indiana Courts and Probation Departments to file the statistical reports with STAD on the deadlines set. ICOR is now the exclusive method for filing the statistical reports, including quarterly and annual reports. JTAC and STAD maintain proprietary control over all contents and entries on ICOR.

To maintain the security of INCite, all users must be approved by STAD or JTAC, at which time the user will receive a user identification and password. STAD and JTAC

Agreement:

☐ As defined above, I am a Responsible Party. I agree to maintain the security and integrity of the system by protecting my user identification and password. I further agree to acknowledge my accountability for all entries and submissions of the reports required by the Indiana Supreme Court.

☐ As defined above, I am designated staff. I agree to maintain the security and integrity of the system by protecting my user identification and password. While I am not accountable to the Indiana Supreme Court for my entries and submissions, I agree to my accountability to the relevant Responsible Party and to assist in the resolution of any difficulties or errors that may arise from my work.

☐ I have been granted access by STAD and JTAC due to special request. I agree to maintain the security and integrity of the system by protecting my user identification and password.

By reading and approving this User Agreement, I have accepted all rights and responsibilities relevant to my ICOR access.

ACCEPT

3. Please check mark appropriate agreement box within the Agreement section located at the bottom of the user agreement.
Note: By reading and approving this User Agreement, you will have accepted all rights and responsibilities relevant to your ICOR access.
4. Affirm that you have read the terms of the User Agreement by clicking on the "Accept" button below the user agreement.
5. Once the user agreement has been correctly filled out and the Accept button clicked, you will be presented with the ICOR Home Page, seen below. You only will be asked to execute the User Agreement once. In the event the User Agreement is amended in the future, you will be notified by the Division of State Court Administration and given a copy of the new Agreement.

ICOR MASTER COUNTY PAGE

Court Forms for Greene County						
Select Year	2007	Select Court	28C01 - Greene Circuit Court			
	Q1	Q2	Q3	Q4	Annual	
Due By	Apr 10th	Jul 10th	Oct 10th	Jan 10th	Jan 20th	
Quarterly Case Status Report (QCSR)	Edit/View	Edit/View	Edit/View	Edit/View	--N/A--	
Annual Budget & Expenditures	--N/A--				Edit/View	
Annual Court Revenue	--N/A--				Edit/View	
Annual Court Reporter *Due By: March 31	--N/A--				Edit/View	

Probation Forms for Greene County						
Select Year	2007	Select Probation Office	28-P-01 - Greene County Probation Department			
	Q1	Q2	Q3	Q4	Annual	
Due By	Apr 10th	Jul 10th	Oct 10th	Jan 10th	Jan 20th	
Adult Felony Probation	Edit/View	Edit/View	Edit/View	Edit/View	--N/A--	
Adult Misdemeanor Probation	Edit/View	Edit/View	Edit/View	Edit/View	--N/A--	
Juvenile Law Services Demographics	Edit/View	Edit/View	Edit/View	Edit/View	--N/A--	
Juvenile Probation	Edit/View	Edit/View	Edit/View	Edit/View	--N/A--	
Juvenile Law Services Financial (Semi-Annual)	--N/A--	Edit/View	--N/A--	Edit/View	--N/A--	
Annual Operations	--N/A--				Edit/View	
Annual Budget & Expenditures	--N/A--				Edit/View	

Other Reporting Office Forms for Greene County						
Select Year	2007	Select Office	28M01 - Greene County Public Defender's Office			Due By Jan 20th
	Q1	Q2	Q3	Q4	Annual	
Due By	Apr 10th	Jul 10th	Oct 10th	Jan 10th	Jan 20th	
Annual Budget & Expenditures	--N/A--				Edit/View	

Court Forms for Greene County						
Select Year	2007	Select Court	28C01 - Greene Circuit Court			
	Q1	Q2	Q3	Q4	Annual	
Due By	Apr 10th	Jul 10th	Oct 10th	Jan 10th	Jan 20th	
Quarterly Case Status Report (QCSR)	Edit/View	Edit/View	Edit/View	Edit/View	--N/A--	
Annual Budget & Expenditures	--N/A--				Edit/View	
Annual Court Revenue	--N/A--				Edit/View	
Annual Court Reporter *Due By: March 31	--N/A--				Edit/View	

Probation Forms for Greene County						
Select Year	2007	Select Probation Office	28-P-01 - Greene County Probation Department			
	Q1	Q2	Q3	Q4	Annual	
Due By	Apr 10th	Jul 10th	Oct 10th	Jan 10th	Jan 20th	
Adult Felony Probation	Edit/View	Edit/View	Edit/View	Edit/View	--N/A--	
Adult Misdemeanor Probation	Edit/View	Edit/View	Edit/View	Edit/View	--N/A--	
Juvenile Law Services Demographics	Edit/View	Edit/View	Edit/View	Edit/View	--N/A--	
Juvenile Probation	Edit/View	Edit/View	Edit/View	Edit/View	--N/A--	
Juvenile Law Services Financial (Semi-Annual)	--N/A--	Edit/View	--N/A--	Edit/View	--N/A--	
Annual Operations	--N/A--				Edit/View	
Annual Budget & Expenditures	--N/A--				Edit/View	

Other Reporting Office Forms for Greene County						
Select Year	2007	Select Office	28M01 - Greene County Public Defender's Office			Due By Jan 20th
	Q1	Q2	Q3	Q4	Annual	
Due By	Apr 10th	Jul 10th	Oct 10th	Jan 10th	Jan 20th	
Annual Budget & Expenditures	--N/A--				Edit/View	

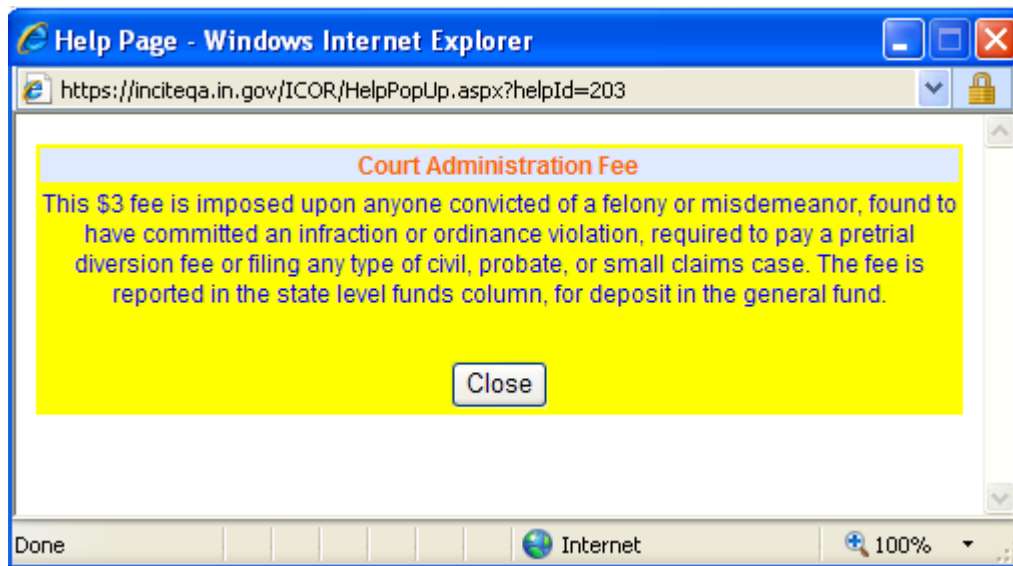
The Master County Page shows the reports relevant to each reporting division: Courts, Probation and Other Reporting Offices including Juvenile Detention facilities and Public Defenders' offices. When you sign on, first determine for which reporting division are you entering data. Then choose the relevant court or department from the drop down menus, as shown below. For the Report on Court Revenue, only the Court Forms division is relevant.

Court Forms for Greene County						
Select Year	2007	Select Court	28D01 - Greene Superior Court			
			28C01 - Greene Circuit Court			
			28D01 - Greene Superior Court	Q3	Q4	Annual

If you are entering data that relates to several courts, you will indicate those additional courts on the first entry page. Choose the primary court on the Master County Page.

After you have chosen the correct court, choose the relevant report hyperlink within the reporting division of the Master County screen. By choosing the relevant report hyperlink, you will be taken to the Master Entry Screen Menu for the Report.

type or line title and a description of what comprises the fee type or line will be displayed in a box, as the example below shows.



The Division has incorporated data validation requirements into the design and construction of the system. Data validation requirements, or rules, are designed to increase the accuracy of the data being reported. The manual will refer to the rules and validations as they apply to the entry screens. If your entries have violated a rule or validation requirement, you will receive an error message. If you cannot reconcile your data with the error, call the Helpdesk for assistance. Examples of such rules are a restriction against entering negative numbers or creating negative numbers and attempting to submit without data in a required field.

The trial courts generate revenue primarily from filing fees, court costs, fines and user fees assessed to the litigants. Revenues generated through the operation of the trial courts are collected, accounted for and disbursed by the Clerk of the Circuit Court, an independently elected constitutional office for each Judicial Circuit. The Clerk of the Circuit Court also functions as the clerk of the county and, as such, performs many other functions that are not related to court operations.

Revenues generated through city, town, and Marion County Small Claims courts are collected by the local clerk and disbursed

pursuant to statutory provisions, to the state, county or local general fund, or to a list of specific funds established by the Legislature for specific programs and services. The only direct payment fee is the personal service of process fee charged to small claims litigants in the Marion County Small Claims courts. This fee goes to the constable or his or her deputies.

ENTRY SCREENS



Court and Preparer Information (Top of Page 1)

When you click the "Court and Preparer Information" blue hyperlink, the computer version of the top of the first page of the traditional report worksheet will appear, as seen below. The entry screen will request you verify or enter the following items:

Reporting Year: January 1, 2007 through December 31, 2007	
Due By: January 20, 2008	
County:	(28) Greene
Date Prepared:	11/12/2007
Prepared By:	kdmillerqa - DonnellyMiller, Kristin
Telephone No:	317-234-1873
Email:	kdmiller@courts.state.in.us
Presiding Judge: <input type="text"/>	
Courts (Select all courts that apply):	
Available Courts 28C01 - Greene Circuit Court 28D01 - Greene Superior Court	<div>Add >> << Remove Clear Selections</div>
<div>In order to select a court, 1. Click on a Court from the "Available Courts" box 2. Click the Add link. The court should now appear under the "Selected Courts" box</div> <div>In order to remove a selected court, 1. Click on a Court from the "Selected Courts" box 2. Click the Remove link. The court should now disappear from the "Selected Courts" box</div>	
SAVE DRAFT SAVE FINAL DISCARD CHANGES PRINT	

Preparer Information

This section will be pre-populated based upon your user name and password. It will show your county, your user name followed by your proper name, phone number and assigned email address. The date prepared will change each time until the report has been submitted and received. Contact the Helpdesk if the information pre-populated in this section is incorrect.

Presiding Judge:	<input type="text"/>
------------------	----------------------

Presiding Judge

The preparer must enter the relevant name of the Presiding Judge for the court or Chief Judge of a unified court system. While the data can be saved, the report cannot be submitted without the Judge's name

entered. The current Administrative Rule 2(C) requires the Judge to sign the statistical data filed with the Division. Amended Admin.R. 2(D), effective January 1, 2008, requires the judge or chief judge of a unified court system to confirm the revenue reported. The Division of State Court Administration will provide the confirmation method and directions at that time.

The screenshot shows a web interface for selecting courts. It has two main columns. The left column is titled 'Available Courts (Select all courts that apply):' and contains a list box with '28C01 - Greene Circuit Court' and '28D01 - Greene Superior Court'. Below this list box are links for 'Add >>', '<< Remove', and 'Clear Selections'. The right column is titled 'Selected Courts' and contains a list box with 'Greene Circuit Court' and 'Greene Superior Court'. To the right of the 'Selected Courts' box are two sets of instructions: 'In order to select a court.' with steps 1 and 2, and 'In order to remove a selected court.' with steps 1 and 2.

Selecting the Relevant Courts

The preparer must choose the relevant court or courts for which the report is being submitted. Most counties submit the revenues for all the courts collectively. In the "Available Courts" section, the courts for your county will appear. Contact the Helpdesk if a court is missing from the list. Click on each court to highlight it, and then click on "Add" to shift it to the "Selected Courts" box indicated above in the orange box. If you chose a court incorrectly, simply click on the court in the "Selected Courts" box and click "Remove." You can also clear all the selections by clicking on "Clear Selections" link. These instructions are provided next to the court lists. Make sure you include all relevant courts. Each court must submit the Report on Court Revenue, whether it is separately reported or reported in a collective entry. If an error occurs, contact the Helpdesk for permission to correct the error. ICOR will track the courts that have submitted the reports and alert the Division of missing court data.

[SAVE DRAFT](#) [SAVE FINAL](#) [DISCARD CHANGES](#) [PRINT](#)

Saving Entered Data

Once you have entered data, you must save it for future submission. You may choose "Save Draft," "Save Final," or "Discard Changes." You may also choose to print the entry screen. When you choose the "Print" feature, the system will prompt you to save a draft, save final or cancel the print request. The system will not permit you to print the screen without saving data entered. These features will be discussed more fully below, in the section on ICOR Navigation.

REVENUE SPREADSHEET

REPORT ON COURT REVENUE
 (Required by Court, County, and State for Court Revenue Reporting)
 PREPARED BY: _____
 DATE PREPARED: _____
 TELEPHONE NO: _____
 FAX NO: _____
 E-MAIL ADDRESS: _____

Court & Preparer Information

STATE COURT ADMINISTRATION

Fee	To State Local Funds (General & Specific)	To County Local Funds (General & Specific)	To City/Town/Township Local Funds (General & Specific)
1. Court Costs			
2. Court Fees			
3. Court Expenses			
4. Court Salaries			
5. Court Supplies			
6. Court Equipment			
7. Court Maintenance			
8. Court Security			
9. Court Insurance			
10. Court Miscellaneous			
11. Court Other			
12. Court Total			
13. Court Revenue			
14. Court Expenses			
15. Court Net Revenue			
16. Court Revenue			
17. Court Expenses			
18. Court Net Revenue			
19. Court Revenue			
20. Court Expenses			
21. Court Net Revenue			
22. Court Revenue			
23. Court Expenses			
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Court Revenue Pages 1 & 2

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Report on Court Revenue			
	To State Level Funds (General & Specific)	To County Level Funds (General & Specific)	To City/Town/Township Level Funds (General & Specific)
1. Court Costs	X	X	X
A) State Portion	\$0.00	X	X
B) County Portion	X	\$0.00	X
C) City/Town/Township Portion	X	X	\$0.00
2. Judicial Salaries Fee	X	X	X
A) State Portion	\$0.00	X	X
B) County or Local Portion	X	\$0.00	\$0.00
3. Fines and Forfeitures	\$0.00	X	X
4. Infraction Judgment Collections	\$0.00	X	X
5. Vehicle License Fee	\$0.00	X	X
6. Judicial Insurance Adjustment Fee	\$0.00	X	X
7. Court Administration Fee	\$0.00	X	X
8. Public Defense Administration Fee	\$0.00	X	X
9. Drug Abuse, Prosecution, Interdiction, and Correction Fee	X	X	X
A) State Portion*	\$0.00	X	X
B) County Portion**	X	\$0.00	X
10. Alcohol and Drug Countermeasures Fee	X	X	X
A) State Portion*	\$0.00	X	X
B) County Portion**	X	\$0.00	X
11. Child Abuse Prevention Fee	X	X	X
A) State Portion*	\$0.00	X	X
B) County or Local Portion	X	\$0.00	\$0.00
12. Domestic Violence and Treatment Fee*	\$0.00	X	X
13. Pretrial Diversion Fee**	X	\$0.00	\$0.00
14. Deferral Program Fee**	X	\$0.00	\$0.00
15. Drug Court Fee**	X	\$0.00	\$0.00
16. Reentry Court Fee**	X	\$0.00	\$0.00
SUBTOTAL THIS PAGE	\$0.00	\$0.00	\$0.00

*Deposited in State User Fee Fund pursuant to I.C. 33-37-2(b).

**Deposited in County or Local User Fee Fund pursuant to I.C. 33-37-8-5 or I.C. 33-37-8-3.

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Court Revenue Page 3

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Report on Court Revenue			
	To State Level Funds (General & Specific)	To County Level Funds (General & Specific)	To City/Town/Township Level Funds (General & Specific)
SUBTOTAL FROM PREVIOUS PAGE	\$0.00	\$0.00	\$0.00
17. Adult Probation User Fee	X	\$0.00	\$0.00
18. Juvenile Probation User Fee	X	\$0.00	X
19. Supplemental Public Defender Fee	X	\$0.00	X
20. Civil Action Service Fee	X	\$0.00	\$0.00
21. Small Claims Service Fee	X	\$0.00	X
22. Additional Garnishee Defendants Service Fee	X	\$0.00	\$0.00
23. Highway Work Zone Fee*	\$0.00	X	X
24. Safe School Fee*	\$0.00	X	X
25. Automated Recordkeeping Fee*	\$0.00	X	X
26. DNA Sample Processing Fee	\$0.00	X	X
27. Sexual Assault Victims Assistance Fee	\$0.00	X	X
28. Support Fee	\$0.00	\$0.00	X
29. Guardian Ad Litem or Special Advocate Fee	X	\$0.00	X
30. Alternate Dispute Resolution Fee	X	\$0.00	X
31. Civil Penalties for Local Infraction and Ordinance Violations	X	\$0.00	\$0.00
32. Bond Administration Fee	X	\$0.00	\$0.00
33. Late Surrender Fee	X	\$0.00	\$0.00
34. Document Fee	X	\$0.00	\$0.00
35. Document Storage Fee	X	\$0.00	\$0.00
36. Informal Adjustment Program Fee**	X	\$0.00	X
37. Marijuana Eradication Program Fee**	X	\$0.00	X
38. Jury Fee**	X	\$0.00	\$0.00
39. Alcohol & Drug Services Fee**	X	\$0.00	\$0.00
40. Law Enforcement Continuing Education Program Fee**	X	\$0.00	\$0.00
41. Interest on Investments	\$0.00	\$0.00	\$0.00
42. Other ***	\$0.00	\$0.00	\$0.00
GRAND TOTALS	\$0.00	\$0.00	\$0.00

*Deposited in State User Fee Fund pursuant to I.C. 33-37-7-2(b).

**Deposited in County or Local User Fee Fund pursuant to I.C. 33-37-8-5 or I.C. 33-37-8-3.

***Other: Please specify:

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To State Level Funds (General & Specific)	To County Level Funds (General & Specific)	To City/Town/Township Level Funds (General & Specific)
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Column Headers

The spreadsheet has three columns for data entry: State Level, County Level and City/Town/Township Level Funds (General & Specific).

State Level Funds (General & Specific)

The portion of the court fee or cost to be distributed to the State Auditor for deposit in a designated fund. Most revenues are deposited in the State general fund but some specific funds have been created to support related services. Regardless of whether the fund is general or specific, indicate the portion of each fee to be distributed to the State.

County Level Funds (General & Specific)

The portion of the court fee or cost to be distributed to the County Auditor for deposit in a designated fund. Most revenues are deposited in the County general fund but some specific funds have been created to support related services. Regardless of whether the fund is general or specific, indicate the portion of each fee to be distributed to the County.

City/Town/Township Level Funds

The portion of the court fee or cost to be distributed to the local level (city or town or township) for deposit in a designated fund. Most revenues are deposited in the local level general fund but some specific funds have been created to support related services. Regardless of whether the fund is general or specific, indicate the portion of each fee to be distributed to the Local Level.

Line Item Descriptions

The line items for the spreadsheet relate to the itemized fees charged by courts in various cases for various reasons. Most fees collected by the Clerk of the Courts or the judge are itemized but if a fee is not separately indicated, the court should report the revenue collected on Line 42, "Other," based upon the statutory distribution requirements and indicate the sources in the text box provided. Line 42 will be discussed below.

1. Court Costs
A) State Portion
B) County Portion
C) City/Town/Township Portion

Line 1: Court Costs

The basic expense for filing a case and the basic cost assessed by the court upon a conviction in a criminal case or a judgment in an infraction or ordinance violation. The costs collected in the circuit, superior and county courts are distributed to the State, County and Local general funds in the following percentages: 70% to the state, 27% to the county and 3% to the local level general fund. The costs collected in the city, town and township courts are distributed as follows: 55% to the state, 20% to the county and 25% to the city/town/township general fund.

The statutory costs in all courts are as follows:

Felony or misdemeanor (upon conviction): \$120.00 (I.C. 33-37-4-1(a))

Infraction or ordinance violation (upon judgment; with some exceptions): \$70.00 (I.C. 33-37-4-2(a))

Juvenile action (including CHINS, delinquency and paternity): \$120.00 (I.C. 33-37-4-3(a))

Civil action (at case filing): \$100.00 (I.C. 33-37-4-4(a)) (but see exempted civil actions such as juvenile matters, paternity, enforcement of some infractions or ordinances)

Small claim – all courts except Marion County Small Claims (at case filing): \$35.00 (I.C. 33-37-4-6); Small claims service fee for additional defendants: \$10 (I.C. 33-37-4-6(a))

Probate/trust (at case filing): \$120.00 (I.C. 33-37-4-7(a))

These costs include the cost of service of process by mail with return receipt requested for one defendant, unless otherwise indicated. Pursuant to I.C. 33-37-5-15(b), an additional \$13 to \$60 is charged for service of process by the sheriff, depending if the case originates in Indiana or elsewhere. This additional service fee may be charged only once during the duration of the case.

2. Judicial Salaries Fee
A) State Portion
B) County or Local Portion

Line 2: Judicial Salaries Fee

The fee imposed in all cases to support the judicial salaries for the court. Circuit and superior courts shall report the revenue in the state column. City, town and township courts may retain 25% of the fee, the remainder is distributed to the state for deposit in the state general fund. For small claims cases, the fee is \$11. For all other case filings, the fee is \$16. This fee will increase on a fiscal year basis as set by the statutory schedule. (I.C. 33-37-5-26(d) and (e); 33-37-7-8(i))



3. Fines and Forfeitures
4. Infraction Judgment Collections
5. Vehicle License Fee
6. Judicial Insurance Adjustment Fee

Line 3: Fines and Forfeitures

Fines and forfeitures are assessed in criminal convictions. In accord with the Indiana Constitution Article 8 §2, all fines and forfeitures are reported in the state level column for deposit in the State Common School Fund.



3. Fines and Forfeitures
4. Infraction Judgment Collections
5. Vehicle License Fee
6. Judicial Insurance Adjustment Fee

Line 4: Infraction Judgment Collections

This category reflects monies collected as infraction judgments in cases in which a defendant is found to have committed an infraction. These funds are reported in the state level column and are deposited in the state general fund. Judgments in worksite speed limit violations, under certain circumstances, will be designated for the Indiana Department of Transportation. (I.C. 34-28-5-5(c); 9-21-5-11(e))



3. Fines and Forfeitures
4. Infraction Judgment Collections
5. Vehicle License Fee
6. Judicial Insurance Adjustment Fee

Line 5: Vehicle License Fee

These monies are collected as an infraction judgment in overweight vehicle cases. They are reported in the state level column and deposited in the state highway fund. (I.C. 9-20-18-12(f))



3. Fines and Forfeitures
4. Infraction Judgment Collections
5. Vehicle License Fee
6. Judicial Insurance Adjustment Fee

Line 6: Judicial Insurance Adjustment Fee

This \$1 fee is collected in all civil cases and all criminal cases where the defendant has been convicted of an offense, required to pay a pretrial diversion fee, found to have violated a statute defining an infraction or found to have violated an ordinance. It is reported in the state level funds column for deposit in the state judicial branch insurance adjustment account. (I.C. 33-37-5-25; 33-38-5-8.2; 33-37-7-2(j); 33-37-7-8(h))



7. Court Administration Fee
8. Public Defense Administration Fee
9. Drug Abuse, Prosecution, Interdiction, and Correction Fee
A) State Portion*
B) County Portion**

Line 7: Court Administration Fee

This \$3 fee is imposed upon anyone convicted of a felony or misdemeanor, found to have committed an infraction or ordinance violation, required to pay a pretrial diversion fee or filing any type of civil, probate, or small claims case. The fee is reported in the state level funds column, for deposit in the general fund. (I.C. 33-37-5-27)



7. Court Administration Fee
8. Public Defense Administration Fee
9. Drug Abuse, Prosecution, Interdiction, and Correction Fee
A) State Portion*
B) County Portion**

Line 8: Public Defense Administration Fee


This \$3 fee is imposed for all case types. It is reported in the state level funds column. Previously, this fee was titled the Judicial Administration Fee. The revenue is deposited in the general fund. (I.C. 33-37-5-21.2)



7. Court Administration Fee
8. Public Defense Administration Fee
9. Drug Abuse, Prosecution, Interdiction, and Correction Fee
A) State Portion*
B) County Portion**

Line 9: Drug Abuse, Prosecution, Interdiction and Correction Fee

The court must assess this fee of at least \$200 and not more than \$1,000 against a person convicted in any court (including city and town courts) of a controlled substance offense. In determining the amount of the fee, the court must consider the person's ability to pay. Twenty-five percent (25%) of the fee is reported in the state level column for deposit in the user fee fund and seventy-five percent (75%) is reported in the County Level column for deposit in the County Drug Free Community Fund. (I.C. 33-37-5-9(b) and (c); 33-37-7-2(b) and (c); 33-19-9-2; 5-2-11)




10. Alcohol and Drug Countermeasures Fee
A) State Portion*
B) County Portion**
11. Child Abuse Prevention Fee
A) State Portion*
B) County or Local Portion

Line 10: Alcohol and Drug Countermeasures Fee

In each action in which a person is found to have committed a DUI offense or a person who has been adjudicated a delinquent for an act that would be a DUI if committed by an adult, and the person's driving privileges are suspended, the clerk shall collect an Alcohol and Drug Countermeasures fee of \$200. Twenty-five percent (25%) of the fee is

reported in the state level column for deposit in the user fee fund and seventy-five percent (75%) is reported separately in the county level column for deposit in the County Drug Free Community Fund. (I.C. 9-30-5; 33-37-5-10; 33-19-9-2; 5-2-11; 33-37-7-2(b) and (c))



10. Alcohol and Drug Countermeasures Fee
A) State Portion*
B) County Portion**
11. Child Abuse Prevention Fee
A) State Portion*
B) County or Local Portion

Line 11: Child Abuse Prevention Fee

This \$100 fee is assessed against a defendant who is found guilty of certain criminal offenses against the person or offenses involving a victim who is less than eighteen years of age. Fifty percent (50%) of the fee is reported in the state level column for deposit in the state user fee fund. The other fifty percent (50%) is reported separately in the county level column for deposit in the county child advocacy fund. (I.C. 12-17-17; 33-37-7-2(b) and (d); 33-37-5-12)



12. Domestic Violence and Treatment Fee*
13. Pretrial Diversion Fee**
14. Deferral Program Fee**
15. Drug Court Fee**
16. Reentry Court Fee**

Line 12: Domestic Violence and Treatment Fee

This \$50 fee is charged in each criminal action in which the defendant is found guilty of murder, causing suicide, voluntary manslaughter, reckless homicide, battery and rape against his or her spouse (or person with whom the defendant lives as a spouse or with whom defendant shares a child). The fee total is reported in the state level column for deposit in the user fee fund. (I.C. 33-37-7-2(b)(4); 33-37-5-13)



12. Domestic Violence and Treatment Fee*
13. Pretrial Diversion Fee**
14. Deferral Program Fee**
15. Drug Court Fee**
16. Reentry Court Fee**

Line 13: Pretrial Diversion Fee

The prosecuting attorney may withhold the prosecution of a person charged with a misdemeanor if the person agrees to conditions of a pre-trial diversion program offered by the prosecutor. The accused is charged \$50 as an initial fee and \$10 for each month he or she remains in the program, along with a \$50 court cost assessment (reported in court costs). The remaining total collected is reported in the county or local column for deposit in the relevant user fee fund. (I.C. 33-39-1-8; 33-37-4-1(c) and (d))



12. Domestic Violence and Treatment Fee*
13. Pretrial Diversion Fee**
14. Deferral Program Fee**
15. Drug Court Fee**
16. Reentry Court Fee**

Line 14: Deferral Program Fee

When the county prosecutor or attorney for the municipal corporation sets up a deferral program for misdemeanors, infractions and ordinance violations, a deferral program fee is assessed in lieu of the standard court costs and judgments. The program consists of an agreement with the law enforcement official whereby the defendant agrees to pay a \$120 program fee. If the action involves a moving traffic violation, the defendant is also assessed a court cost of \$25. Depending upon the court collecting, the fee total is reported in the county or local level column, to be deposited in the relevant user fee fund. (I.C. 33-39-1-8; 33-37-4-2(e); 34-28-5-1)



12. Domestic Violence and Treatment Fee*
13. Pretrial Diversion Fee**
14. Deferral Program Fee**
15. Drug Court Fee**
16. Reentry Court Fee**

Line 15: Drug Court Fee

This fee applies to proceedings conducted in a certified drug court established by the county. The court shall adopt a fee schedule and the fee shall not exceed \$500. Depending upon the court collecting, the fee total is reported in the county or local level column, to be deposited in the relevant user fee fund. (I.C. 12-23-14.5; 33-37-5-24; 12-23-14.5-12; 33-37-8-5(b)(8); 33-37-8-3(b)(5))



12. Domestic Violence and Treatment Fee*
13. Pretrial Diversion Fee**
14. Deferral Program Fee**
15. Drug Court Fee**
16. Reentry Court Fee**

Line 16: Reentry Court Fee

If a court establishes a reentry court, it may require an eligible individual to pay the fee for reentry services. The court shall adopt a schedule of fees assessed but it may not exceed the reasonable expenses for direct services incurred in providing the reintegration services. Depending upon the court collecting, the fee total is reported in the county or local level column, to be deposited in the relevant user fee fund. (I.C. 33-23-14-12; 33-37-8-3; 33-37-8-5)



16. Reentry Court Fee**
SUBTOTAL THIS PAGE

Subtotal This Page: Lines 1-16

Because the system tracks information somewhat differently from the paper versions of the reports, after Line 16, the system subtotals the information. The worksheets will be amended to reflect the subtotal in future years.




17. Adult Probation User Fee
18. Juvenile Probation User Fee
19. Supplemental Public Defender Fee
20. Civil Action Service Fee

Line 17: Adult Probation User Fee

This category reflects user fees charged to adults placed on probation after a conviction of a felony or misdemeanor. In felony cases the fee is mandatory; it ranges between \$25 and \$100 as an initial fee and between \$15 and \$30 as a monthly user's fee for each month the person remains on probation. In misdemeanor cases, the probation user's fee is optional with the court. If imposed, the initial fee cannot exceed \$50 and the monthly fee cannot exceed \$20. The fees are deposited in the county supplemental adult probation services fund that is used for probation services, with the clerk collecting the fee keeping up to 3% of the fee to defray administrative costs. The 3% is deposited in the clerk's record perpetuation fund. The clerk may be asked to deposit an additional 3% of the probation user fee in the county, city or town general fund depending upon the requesting fiscal officer. (I.C. 35-38-2-1(d) and (e); 35-38-2-1(c))

In addition to the user fees, the probationer must pay an administration fee, which is collected before the initial and monthly fees. In felony cases, the administration fee is \$100 and for misdemeanor cases it is \$50. The amounts are divided, fifty (50)% reported in the state level for deposit general fund and fifty (50)% reported in county level to be deposited in the supplemental public defender fund.



17. Adult Probation User Fee
18. Juvenile Probation User Fee
19. Supplemental Public Defender Fee
20. Civil Action Service Fee

Line 18: Juvenile Probation User Fee

A court may order a juvenile and/or the parent of a juvenile who is placed on supervision to pay an initial user fee from \$25 to \$100 and a monthly user fee from \$10 to \$25. If a delinquent child is supervised, the administrative fee is \$100, which is collected before the other probation user fees. These fees are deposited in the county supplemental juvenile probation services fund. As with the adult probation user fee, if the clerk collects the fee, the clerk may keep up to 3% to defray administrative costs (deposited in the clerk's record


perpetuation fund) and up to 3% for the county general fund. (I.C. 31-40-2-1(b) and (c))



17. Adult Probation User Fee
18. Juvenile Probation User Fee
19. Supplemental Public Defender Fee
20. Civil Action Service Fee

Line 19: Supplemental Public Defender Fee

When public funds have been expended on defense, the court must order the clerk to remit the difference, if any, between the bond deposit and the cost of pauper defense and to retain the rest. The retained amount is deposited in a Supplemental Public Defender Services Fund, reported in the County Level column. If the Court determines that the defendant is able to pay a portion of the costs of assigned counsel, the court shall order a fee of \$100 for felony charge or \$50 for misdemeanor charge. (I.C. 35-33-7-6; 33-40-3-1)



17. Adult Probation User Fee
18. Juvenile Probation User Fee
19. Supplemental Public Defender Fee
20. Civil Action Service Fee

Line 20: Civil Action Service Fee

The plaintiff in a civil action pays this fee when other civil costs are paid, if applicable. The fee is \$10 per each additional named defendant after the first named defendant in a case, including those added after the time of filing. The court in which the case is filed retains the total revenue from this fee, for deposit in the general fund. (I.C. 33-37-4-6; 33-37-5-28; 33-37-7-2(h) and (i))



21. Small Claims Service Fee
22. Additional Garnishee Defendants Service Fee
23. Highway Work Zone Fee*
24. Safe School Fee*
25. Automated Recordkeeping Fee*

Line 21: Small Claims Service Fee

The plaintiff in a small claims action pays this fee when other civil costs are paid. The clerk's office charges \$5 per each additional named defendant after the first named defendant in a case, including those added after the time of filing. The court in which the small

claims case is filed retains the total revenue from this fee, for deposit in the general fund. (I.C. 33-37-7-2(k))



21. Small Claims Service Fee
22. Additional Garnishee Defendants Service Fee
23. Highway Work Zone Fee*
24. Safe School Fee*
25. Automated Recordkeeping Fee*

Line 22: Additional Garnishee Defendants Service Fee

The plaintiff in a civil action or a small claims action pays this fee of \$10 per garnishee defendant after the first three named garnishee defendants. (I.C. 33-37-4-6)



21. Small Claims Service Fee
22. Additional Garnishee Defendants Service Fee
23. Highway Work Zone Fee*
24. Safe School Fee*
25. Automated Recordkeeping Fee*

Line 23: Highway Work Zone Fee

A fifty-cent (\$.50) highway work zone fee is charged in each traffic offense, including traffic infractions, misdemeanors and ordinance violations. If the offense involves exceeding a worksite speed limit, the fee is \$25.50. The fee total is reported in the state level column for deposit in the user fee fund. (I.C. 9-30-3-5; 33-37-7-2(b)(5); 33-37-7-8(d)(3))



21. Small Claims Service Fee
22. Additional Garnishee Defendants Service Fee
23. Highway Work Zone Fee*
24. Safe School Fee*
25. Automated Recordkeeping Fee*

Line 24: Safe School Fee

In each criminal action in which a person is convicted of an offense in which the possession or use of a firearm was an element of the offense, the court assesses a safe school fee of \$200 to \$1,000. The fee total is reported in the state level column for deposit in the user fee fund. (I.C. 33-37-7-2(b)(6); 33-37-7-8(d)(4))



21. Small Claims Service Fee
22. Additional Garnishee Defendants Service Fee
23. Highway Work Zone Fee*
24. Safe School Fee*
25. Automated Recordkeeping Fee*

Line 25: Automated Recordkeeping Fee

This fee applies to all civil, criminal, infraction, and ordinance violation actions. The fee is set at \$7 until June 30, 2011, when it will decrease to \$4. The court reports this fee in the state level column for deposit in the Judicial Technology and Automation Committee fund. (I.C. 33-37-5-21; 33-37-7-2(b)(7))



26. DNA Sample Processing Fee
27. Sexual Assault Victims Assistance Fee
28. Support Fee
29. Guardian Ad Litem or Special Advocate Fee
30. Alternate Dispute Resolution Fee

Line 26: DNA Sample Processing Fee

This \$2 fee is assessed to anyone convicted of a felony or misdemeanor, found to have committed an infraction or ordinance violation or required to pay a pretrial diversion fee. Money collected from this fee is reported in the state level funds column, for deposit in the DNA sample-processing fund. (I.C. 33-37-4-1(b); 33-37-5-26.2; 33-37-7-9(b)(9); 10-13-6-9.5)



26. DNA Sample Processing Fee
27. Sexual Assault Victims Assistance Fee
28. Support Fee
29. Guardian Ad Litem or Special Advocate Fee
30. Alternate Dispute Resolution Fee

Line 27: Sexual Assault Victims Assistance Fee

This fee is assessed in all criminal actions where the defendant is convicted of rape, criminal deviate conduct, child molesting, child exploitation, vicarious sexual gratification, child solicitation, child seduction, sexual battery, incest, and sexual misconduct with a minor. The fee shall be no less than \$250 and no more than \$1000. The court reports this fee in the state level for deposit in the state general fund. (I.C. 33-37-5-23)



26. DNA Sample Processing Fee
27. Sexual Assault Victims Assistance Fee
28. Support Fee
29. Guardian Ad Litem or Special Advocate Fee
30. Alternate Dispute Resolution Fee

Line 28: Support Fee

This category reflects amounts collected through a \$30 fee charged in cases where a final court order requires a party to pay support or maintenance payments through the clerk of the court. Effective 1/1/08, this fee will increase to \$55 per year. The fee goes to the county general fund, if collected by the county clerk, or the state general fund if collected by the state central collection unit. (I.C. 33-37-5-6)



26. DNA Sample Processing Fee
27. Sexual Assault Victims Assistance Fee
28. Support Fee
29. Guardian Ad Litem or Special Advocate Fee
30. Alternate Dispute Resolution Fee

Line 29: Guardian Ad Litem or Special Advocate Fee

The Juvenile division of the trial court may order the parent or estate of a child for whom a guardian ad litem or a special advocate is appointed to pay up to \$100 for the service. The court reports the fee in the county level for deposit in the GAL/CASA fund. The county fiscal body uses the money when providing these services. (I.C. 31-40-3-1; 31-40-3-2)



26. DNA Sample Processing Fee
27. Sexual Assault Victims Assistance Fee
28. Support Fee
29. Guardian Ad Litem or Special Advocate Fee
30. Alternate Dispute Resolution Fee

Line 30: Alternative Dispute Resolution Fee

This \$20 fee applies only to counties with an established and approved ADR plan. The fee is collected from the party filing a petition for legal separation, paternity or dissolution of marriage and is reported in the county level funds column, for deposit into the Alternative Dispute Resolution Fund. (I.C. 33-23-6-1)



30. Alternate Dispute Resolution Fee
31. Civil Penalties for Local Infraction and Ordinance Violations
32. Bond Administration Fee
33. Late Surrender Fee
34. Document Fee

Line 31: Civil Penalties for Local Infraction or Ordinance Violations

This category reflects amounts collected as judgments for local ordinance violations. These funds are reported in the county and local level columns based on whether the ordinance is countywide or a city or town ordinance, for deposit in the general fund. (I.C. 33-37-4-2; 33-36-3-7)



30. Alternate Dispute Resolution Fee
31. Civil Penalties for Local Infraction and Ordinance Violations
32. Bond Administration Fee
33. Late Surrender Fee
34. Document Fee

Line 32: Bond Administration Fee

This category reflects amounts collected through a fee charged to defendants posting bond. When a defendant executes a bail bond with the clerk, 10% or \$50.00, whichever is less, may be retained as the administrative fee. This fee goes to the county general fund or local general fund if collected in a city or town court. (I.C. 35-33-8-3.2)



30. Alternate Dispute Resolution Fee
31. Civil Penalties for Local Infraction and Ordinance Violations
32. Bond Administration Fee
33. Late Surrender Fee
34. Document Fee

Line 33: Late Surrender Fee

When a bonded defendant fails to appear, a late surrender fee based on a percent of the value of the bond is assessed against the bondsman. Fifty percent (50%) of this fee is deposited in the Police Pension Trust Fund (Local level column) and fifty percent (50%) is deposited in a county extradition fund (county level column). (I.C. 36-8-10-12; 35-33-14; 27-10-2-12(i))



30. Alternate Dispute Resolution Fee
31. Civil Penalties for Local Infraction and Ordinance Violations
32. Bond Administration Fee
33. Late Surrender Fee
34. Document Fee

Line 34: Document Fee

This category reflects a \$1 to \$3 fee, collected by the clerk for copying, preparing and certifying documents or transcripts. This fee goes to the county auditor or city or town fiscal authority, depending upon the court in which it is collected, reported in the county or local level column and deposited in the clerk's record perpetuation fund. (I.C. 33-37-5-3; 33-37-5-4; 33-37-5-5)



35. Document Storage Fee
36. Informal Adjustment Program Fee**
37. Marijuana Eradication Program Fee**
38. Jury Fee**
39. Alcohol & Drug Services Fee**

Line 35: Document Storage Fee

The clerk for maintaining court records collects this \$2 fee in every action. Money collected from this fee is deposited into the Clerk's Record Perpetuation Fund, which may be used by clerks for the preservation of records or for the improvement of record keeping systems and equipment. It is reported as county level or local level specific funds depending on the reporting court. (I.C. 33-37-5-2; 33-37-5-20)



35. Document Storage Fee
36. Informal Adjustment Program Fee**
37. Marijuana Eradication Program Fee**
38. Jury Fee**
39. Alcohol & Drug Services Fee**

Line 36: Informal Adjustment Program Fee

This fee of \$5 to \$15 per month may be ordered by the court to be paid in cases, in lieu of court cost fees, where a juvenile has been placed in an informal adjustment program prior to having a delinquency petition filed. The fee total is reported in the county level column for deposit in the user fee fund. (I.C. 31-34-8-8; 33-37-8-5(b)(2))



35. Document Storage Fee
36. Informal Adjustment Program Fee**
37. Marijuana Eradication Program Fee**
38. Jury Fee**
39. Alcohol & Drug Services Fee**

Line 37: Marijuana Eradication Program Fee

In any conviction relating to controlled substances in a county with a weed control board, the court may assess no more than \$300 for this fee. The fee total is reported in the county level column for deposit in the user fee fund. (I.C. 35-48-4; 15-3-4.6-4.1; 33-37-8-5(b)(3); 33-37-5-7)



35. Document Storage Fee
36. Informal Adjustment Program Fee**
37. Marijuana Eradication Program Fee**
38. Jury Fee**
39. Alcohol & Drug Services Fee**

Line 38: Jury Fee

This \$2 fee is imposed when a defendant is found to have committed a crime, violated a statute defining an infraction or violated an ordinance of a municipal corporation. The court reports this fee in the county or local level, depending on the collecting court, for deposit in the user fee fund. (I.C. 33-37-5-19)



35. Document Storage Fee
36. Informal Adjustment Program Fee**
37. Marijuana Eradication Program Fee**
38. Jury Fee**
39. Alcohol & Drug Services Fee**

Line 39: Alcohol & Drug Services Fee

If a county has established an alcohol and drug services program, this fee may be collected by a schedule adopted by the court (including city and town courts) in criminal, infraction and ordinance violations. It is set by court rule and may not exceed \$400. Depending upon the court collecting, the court reports this fee in the county or local level column to be deposited in the relevant user fee fund. (I.C. 33-37-5-8(b); 12-23-14-16; 33-37-8-5(b)(4))



40. Law Enforcement Continuing Education Program Fee**
41. Interest on Investments
42. Other ***

Line 40: Law Enforcement Continuing Education Program Fee

This is a \$3 fee that is charged in each criminal conviction and each infraction and ordinance violation. Depending upon the court collecting, the court reports this fee in the county or local level column to be deposited in the relevant user fee fund. (I.C. 33-37-5-8(c); 33-37-8-5(b)(5))



40. Law Enforcement Continuing Education Program Fee**
41. Interest on Investments
42. Other ***

Line 41: Interest on Investments

This category reflects income generated through investments of various funds' monies. Depending on the court, the interest is reported in the relevant column and deposited into the fund that generated the income. (I.C. 5-13-10.5-2)



40. Law Enforcement Continuing Education Program Fee**
41. Interest on Investments
42. Other ***

Line 42: Other

Courts report other fees collected that are not reflected in the separate categories above. These fees include monies collected through grants and special death benefit fee collections, but do not include trust fund collections or marriage license fees. If fees are reported on this line, please specify the sources of the reported monies in the text box provided. Combine all monies for each column and indicate in the text box all the sources in a list. This helps the Division in determining whether to add another fee to the spreadsheet.



42. Other ***
GRAND TOTALS

GRAND TOTALS

After Line 42, the system will automatically tally each column, including the subtotal carried over from Lines 1-16. The data fields

are surrounded in green indicating that the user cannot enter data in the boxes.

*Deposited in State User Fee Fund pursuant to I.C. 33-37-7-2(b).	
**Deposited in County or Local User Fee Fund pursuant to I.C. 33-37-8-5 or I.C. 33-37-8-3.	
***Other: Please specify:	<div style="border: 1px solid black; height: 50px; width: 100%;"></div>

Footnotes

On the worksheet and the entry screens, you will see several fees have one asterisk or two asterisks. Those fees with one asterisk represent revenues that are deposited in the State User Fee Fund in accord with I.C. 33-37-7-2(b). The fees include:

- The state portion of the Drug Abuse, Prosecution, Interdiction and Correction Fee,
- The state portion of the Alcohol and Drug Countermeasures Fee,
- The state portion of the Child Abuse Prevention Fee,
- The Domestic Violence and Treatment Fee,
- The Highway Work Zone Fee,
- The Safe School Fee, and
- The Automated Recordkeeping Fee.

Those fees with two asterisks represent revenues that are deposited in the County or Local User Fee Funds in accord with I.C. 33-37-8-5 or I.C. 33-37-8-3. The fees include:

- The county portion of the Drug Abuse, Prosecution, Interdiction and Correction Fee,
- The county portion of the Alcohol and Drug Countermeasures Fee,
- The Pretrial Diversion Fee,
- The Deferral Program Fee,
- The Drug Court Fee,
- The Reentry Court Fee,
- The Informal Adjustment Program Fee,
- The Marijuana Eradication Program Fee,
- The Jury Fee,
- The Alcohol & Drug Services Fee, and
- The Law Enforcement Continuing Education Program Fee.

In the past you were asked to group these fees into one lump sum and report them as one "User Fee" line item. By separately

listing the fees, it is clear what the revenues should be, rather than trying to follow which portions of the revenues and which fees belong to that category.

Line 42 "Other" is followed by three asterisks. On the worksheet, a line is provided for explanation. On the system, a text box with 5000 characters is provided. List the sources for the revenues in the box. It is recommended that you subdivide the entries by column heading (i.e. state revenues, county revenues and local revenues).

Data Entry

The paper worksheet version of the report shows boxes that are grayed out when the revenue is not distributed to the related governmental division. The online version shows an "x" instead of the gray box. The printed version will show x's too. Using the "tab" key will circulate you through the system to each data entry field from left to right and top to bottom. Each data entry field contains a default of \$0.00. By using the "tab" key to move to each field, you highlight the default entry and thus erase it by entering a different number.

Each column subtotals after Line 16. The grand total represents the subtotal added to Lines 17-42. The subtotal from Lines 1-16 carries over to the top of the page before Line 17. A green line, as seen below, surrounds each subtotal and grand total data entry field.

16. Reentry Court Fee**	X	\$20.00	\$10.00
SUBTOTAL THIS PAGE	\$406.00	\$350.00	\$62.00
SUBTOTAL FROM PREVIOUS PAGE	\$25.00	\$0.00	\$0.00
17. Adult Probation User Fee	X	\$0.00	\$0.00
41. Interest on Investments	\$0.00	\$0.00	\$0.00
42. Other ***	\$0.00	\$0.00	\$0.00
GRAND TOTALS	\$0.00	\$0.00	\$0.00

The system automatically tallies the subtotals and totals as you enter and save the data. Check the totals against your totals on the worksheet to verify that you have entered the data correctly.

Data can be entered in any order but all must be entered in order to officially submit the report. Keep in mind that the subtotal and grand total lines will adjust as data is entered but can be verified against your worksheet only when all revenues have been recorded.

[SAVE DRAFT](#) [SAVE FINAL](#) [DISCARD CHANGES](#) [PRINT](#)

Saving Entered Data

Once you have entered data, whether you have verified its accuracy or not, you will want to save the entries for future submission. At the bottom of the master entry screen you will see the following legend:



Some of the color codes do not apply to the Report on Court Revenue, but are discussed below nonetheless, in case future versions of the report incorporate the functions.

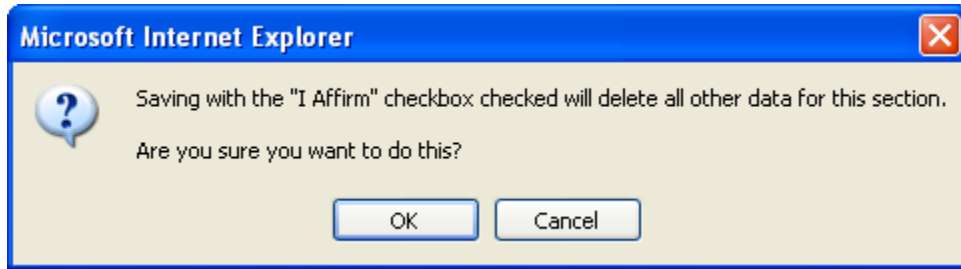
Yellow = After an entry screen is saved as draft by clicking the [SAVE DRAFT](#) button, the corresponding image is displayed on the Master Entry Screen in yellow with the word "Draft" on the image.

Green = After an entry screen is saved as Final by clicking the [SAVE FINAL](#) button, the corresponding image is displayed on the Master Entry Screen in green with the word "Complete" displayed on the image.

Gray = When the "I affirm that this page does not apply" checkbox is checked and either the [SAVE DRAFT](#) or the [SAVE FINAL](#) button is clicked, the corresponding image is displayed on the Master Entry Screen in gray with the letters NA displayed on the image. When the affirmation box is checked and the entry screen is saved as draft or final, all the fields on the entry screen will be reset to their initial value of zero or blank. A warning box, as shown below, will verify that the page does not apply and warn you that all previously entered data will be deleted.

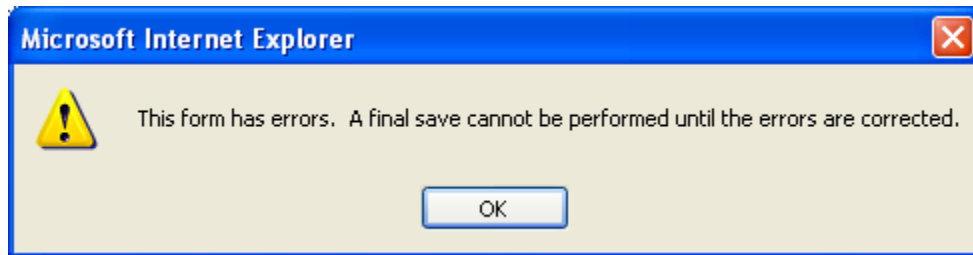
[SAVE DRAFT](#) [SAVE FINAL](#) [DISCARD CHANGES](#) [PRINT](#)

☒ I affirm that this page does not apply

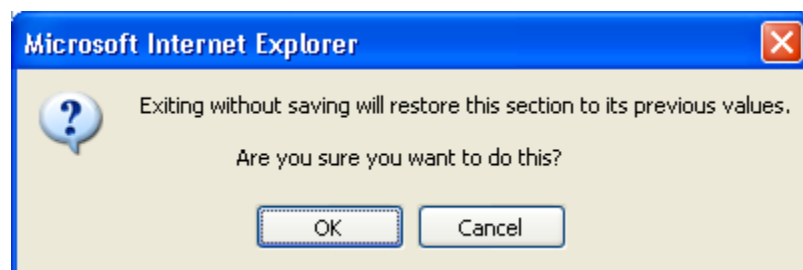


Red = After an entry screen that still contains validation errors is saved as draft by clicking the **SAVE DRAFT** button, the corresponding image is displayed on the Master Entry Screen in Red with the word "Error" on the image.

If an entry screen still contains validation errors when you are ready to submit, the ICOR application will not allow the screen to be saved as final, and a warning box as shown below will appear.

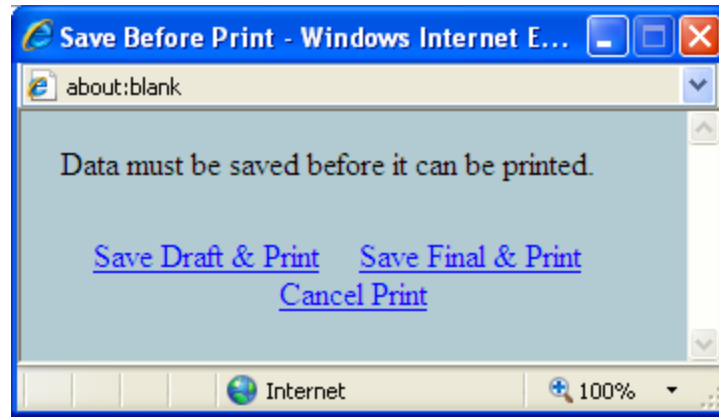


DISCARD CHANGES = Clicking this button will display the dialog box below. When the user clicks OK within the dialog, it is the equivalent of canceling any updates so that the values on the entry screen are restored to their previous values. When the user clicks cancel, the dialog box closes and the entered data will remain.



PRINT = Clicking this button will display a dialog box with "Data must be saved before it can be printed" and the following three buttons:

Saved Draft & Print: When the user clicks this button, the entry screen will be saved as Draft and then a report will be displayed that can be printed.



[Save Final & Print](#): When the user clicks this button, the entry screen will be saved as Final and then a report will be displayed that can be printed.

[Cancel Print](#): When the user clicks this button, the print dialog box will be canceled and the focus will return back to the entry screen.

Once you have chosen one of the two print options, the sample report will appear in a window. To send the report to the printer, click the printer icon.

COURT REVENUE SUMMARY AND STATUS

When data has been entered, the preparer may choose the “Ready to Submit” button on the lower left of the Master, shown here.

[READY TO
SUBMIT](#)

By clicking the button, a Summary and Status window will appear, as shown below.

28D01 - Greene Superior Court	Court Revenue	2007	Home	
Annual Revenue Summary and Status				
Report Section	Prepared By	Status	Not Completed	Tools
Court and Preparer Information (Front Page)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Worksheet Page 1	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Worksheet Page 2	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Report Submitted				

You cannot submit your report until all data entry screens that apply are **Saved As Completed**.

[PRINT FINAL COPY](#) [FINAL SUBMIT](#)

The screen image above provides the preparer with several pieces of information.

- **Report Section:** This section on the summary screen contains reference to the individual entry screens of the report.
- **Prepared By:** This section on the summary screen identifies the preparer who made the most recent entries on each entry screen listed. If multiple users prepare the report, the names may differ. The system does not require the same user to enter the data.
- **Status Section:** This section indicates the status of each entry screen. In order to submit as the final report, all entry screens must be green (Saved As Completed).
- **Not Completed:** From the Status Section, those entry screens that are saved as draft or contain errors will be further indicated by a red exclamation mark. When all exclamation marks are resolved, the report is ready to submit.
- **Tools Section:** If the entry screen is saved as Draft or Saved and Complete, the user may Print or Edit that screen, by choosing the relevant command in the tools section. If the entry screen contains errors or Does Not Apply, the screen may only be edited to change the data. When all screens are Saved and Complete, they may be printed separately from this section.

You cannot submit your report until all data entry screens that apply are **Saved As Completed**.

[PRINT FINAL COPY](#) [FINAL SUBMIT](#)

Before all entry screens are Saved and Complete, the above message will appear, with the "Print Final Copy" and "Final Submit" features deactivated. When the entry screens are ready for submission, the "Print Final Copy" and "Final Submit" options will be active, as seen below.

You cannot submit your report until all data entry screens that apply are **Saved As Completed**.

[PRINT FINAL COPY](#) [FINAL SUBMIT](#)

When the "Final Submit" command is clicked, the following information will appear, as shown on the screen below. Note that "successfully submitted" appears in Red. On the "Report Submitted" line, the status shows "submitted," followed by the date and time the report was submitted.

28D01 - Greene Superior Court Court Revenue 2007 [Home](#)






Annual Revenue Summary and Status				
Report Section	Prepared By	Status	Not Completed	Tools
Court and Preparer Information (Front Page)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Worksheet Page 1	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Worksheet Page 2	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Report Submitted		Submitted	11/13/2007 6:01:04 PM	

Successfully submitted.

You cannot submit your report until all data entry screens that apply are **Saved As Completed**.

[PRINT FINAL COPY](#) [FINAL SUBMIT](#)

LEGEND

	Completed		Draft		New Section		Contains Errors		Not Applicable
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After you have signed out of ICOR or have changed screens, when you return to a submitted report's status page, the following screen will appear. Note the Status shows "Submitted" in blue and the tools section features, as well as "Final Submit," are no longer active.

28C01 - Greene Circuit Court Court Revenue 2007 [Home](#)

Annual Revenue Summary and Status				
Report Section	Prepared By	Status	Not Completed	Tools
Court and Preparer Information (Front Page)	DonnellyMiller, Kristin	Submitted		Print Edit
Worksheet Page 1	DonnellyMiller, Kristin	Submitted		Print Edit
Worksheet Page 2	DonnellyMiller, Kristin	Submitted		Print Edit
Report Submitted		Submitted	11/13/2007 3:29:33 PM	

You cannot submit your report until all data entry screens that apply are **Saved As Completed**.

[PRINT FINAL COPY](#) [FINAL SUBMIT](#)

LEGEND

Completed
 Draft
 New Section
 Contains Errors
 Not Applicable

Correcting Errors and Reporting Difficulties

If you experience difficulties in submitting your report or if you discover errors in your entries after you have submitted the final version of the report, contact the Helpdesk at JTACHelpdesk@JTAC.in.gov or 888-ASK-JTAC. Once the report is submitted, you can no longer alter the data entered. You can seek permission to unlock the report to fix any errors discovered.